

COMMISSARY WORKER

TITLE: COMMISSARY WORKER

HOURS: Part-Time / 20 hours per week

START DATE/TIME: ASAP

REMUNERATION: AMD 116 000 per month

JOB DESCRIPTION: The position will assist with the day-to-day operation of the Association*, including receiving inventory, restocking shelves and delivery of daily services. Responsibilities will be performed in an office environment as well as in an industrial freezer unit where the temperature may be as low as minus 20 degrees Celsius. Regular exposure to the outdoor environment with varying temperatures is also anticipated.

JOB RESPONSIBILITIES:

- Receive shipments on a loading dock and transfer to the AEYEA storage room. Physically count inventory shipments and inventory returns.
- Transfer products from the AEYEA storage to commissary in preparation for stocking on a daily basis.
- Pick up deliveries for AEYEA services on a daily basis.
- Organize and rearrange the AEYEA storage room as required ensuring it is clean and well organized.
- Escort vendors when needed.
- Work with team members appropriately to achieve daily goals of the AEYEA.
- Perform other tasks as assigned by Management.

EDUCATION, EXPERIENCE and SKILLS:

- Generally be at least 18 years old
- High School Diploma
- Ability to read and comprehend simple instructions, short correspondence and memos in Armenian and English.
- The ability to understand and communicate information well is also essential.
- Basic mathematical skills.
- Physical strength, hand-eye coordination, good health and endurance. Required to lift up to 25kg regularly. Frequent work in cold climate, freezer storage.
- Mental alertness is required to ensure safe, accurate completion of work activities and to do repetitious work accurately.
- Valid driver's license.
- Good interpersonal and communication skills.
- Culturally sensitive and able to work with a multicultural customer population.
- Reliable and responsible personality.
- Honesty and integrity.

APPLICATION PROCEDURES: Interested candidates are required to send CV to ghazaryann@state.gov.
For questions call: 10 49 42 61

Only short listed candidates will be contacted.

***IMPORTANT NOTICE:** The job advertised is with the American Embassy Employee Association and not a position within American Embassy.

APPLICATION DEADLINE: 2 June, 2023